At the time of application, only the Applicant Information Tab, Budget Tab, and Personnel Details Tab need to be completed. If a grant is awarded, the remaining tabs will be utilized.

Applicant Information Tab

General Funds: The amount of cash the applicant commits to the project.

Cash Donations (from others): The amount of cash that someone, other than the applicant, commits to the project. A commitment letter signed by the donor must be provided for this amount with the application packet.

Value of Donated Material & Labor (from others): The estimated value of donated materials and labor that someone, other than the applicant, commits to the project. Detailed commitment letters for these amounts, signed by the donor(s), must be provided with the application packet. Donated labor should not be valued greater than minimum wage unless a professional is performing work in their field of expertise (for example, a heavy equipment operator operating heavy equipment).

Other - The expenses incurred by the applicant for labor, materials and equipment or other grants awarded for a complementary scope of work by another entity. A commitment/award letter must be provided with the application packet for other grants awarded.

Budget Tab

Yellow cells are fillable and white cells are locked, meaning that information must be entered into the yellow cells, while the white cells are auto-calculated and/or auto-populated.

The project budget provides detailed costs for the project. While the itemized budget is only an estimate, budgets will be evaluated for reasonableness based on known costs of similar projects.

Personnel Costs are auto-calculated from information for Staffing and Fringes entered into the Personnel Details tab (the next tab). No information needs to be entered directly into Section A on this tab.

Totals for each line item will auto-populate into the Grant Amount column. Expenses that will come from match must be manually entered into the Match Amount column.

A unit/quantity and rate must be entered for the cells to calculate correctly. For lump sum amounts, enter "1" as the unit/quantity.

For equipment owned by the applicant, an estimate of the cost for its operation can be obtained from the Michigan Department of Transportation (MDOT) Equipment Rental Rates, Schedule C, Report 375 booklet for the year in which the equipment was used. Electronic versions of these booklets can be found online. For equipment not included in the Schedule C local rental rates may be used.

Volunteer labor should not be valued greater than minimum wage unless a professional is performing work in their field of expertise (for example, a heavy equipment operator operating heavy equipment). Refer to the reimbursement section of the handbook for documentation required to claim donations of professional time.

Donated materials should be valued at current market value and supported by online quotes or other verification. If a grant is awarded, the methods of valuing donations are subject to DNR review and approval.

Indirect charges must be entered as a percentage and may not exceed 10% of the total project cost. Indirect can only be charged to the grant. It is not eligible as a match category. However, when a reimbursement request is submitted, the indirect rate entered into the application budget will be applied to the total reimbursement (i.e. grant and match expenses) and the amount will be added to the reimbursement total. A summary of indirect charges is required. An additional sheet may be attached to the project application, if necessary.

A budget narrative is optional for budget expenditures that may require additional explanation.

Budget Totals are rounded to the nearest hundred.

Personnel Details Tab

Yellow cells are fillable and white cells are locked, meaning that information must be entered into the yellow cells, while the white cells are auto-calculated and/or auto-populated.

Totals for Staffing and Fringes entered in this tab will auto-populate to Section A – Personnel Costs on the previous Budget tab.

This section should include individuals who will be charging time to the grant, providing in-kind/donated labor, and individuals from outside the applicant organization who are donating time/labor to the project (including volunteers). For events such as field days where there will be several volunteers, but you don't know the names of the volunteers at application phase, enter "various" under the name, "volunteer" under position title, and the organization they are affiliated with under "organization". If the volunteers will not be affiliated with an organization or it is unknown, leave that cell blank. Groups of volunteers can be lumped into one line. Volunteer labor should not be valued greater than minimum wage unless a professional is performing work in their field of expertise (for example, a heavy equipment operator operating heavy equipment).

For each individual entered into a row in the Staffing table, their name, position title, and organization will auto-populate into the rows in the Fringes table. If fringe expenses will not be included in the project for an individual that auto-populates into the Fringes table, leave the rest of the cells for that row blank. Volunteers are not eligible for fringes.

The fringe rate must be entered as a percentage.

Advance Tab

Yellow cells are fillable and white cells are locked, meaning that information must be entered into the yellow cells, while the white cells are auto-calculated and/or auto-populated.

The period for which the advance funds will be spent must be entered into the Dates Covered table. The advance amount requested must be reasonable in relationship to the project's cash flow and necessary for the success of the project. In general, advance funds should only be requested for expenses that will be incurred within the next six months.

Scope items will auto-populate from the Budget tab. Enter estimated amounts for each category you will be spending the advance funds on. The purpose of the budget portion of the Advance Request Form is to get a general idea on what the funds will be spent on, which can be compared to the work plan for the project.

The indirect rate from the application will be applied during each reimbursement. Indirect cannot be listed as an item for which advance funds are requested.

The Advance Earned table on the right side of the sheet is for DNR use only. No information needs to be entered into the table by the grantee.

A justification for the advance must be provided in the box below the table. The request must also be certified and include the name of the Preparer and Grantee Authorized Official.

Reimbursement Request Tab

Yellow cells are fillable and white cells are locked, meaning that information must be entered into the yellow cells, while the white cells are auto-calculated and/or auto-populated.

The period for which the expenses were incurred must be entered into the Dates Covered table. Expenses not submitted within the correct time period or older than six months may be considered ineligible for payment.

Amounts entered for each expense type will auto-populate into the Grant Amount column. Expenses that are covered by match must be manually entered into the Match Amount column.

Detailed information for the reimbursement request will be entered into Section 2, starting at Row 91. Summaries/totals of expenses for each major budget category will be entered into Section 1, starting at Row 14. Begin by entering detailed information into Section 2. Once that is complete, enter summaries/totals into Section 1. Detailed instructions for entering information into Sections 1 and 2 are provided below.

Section 2 (enter first)

Enter hours worked and rate of pay for each individual. Similar to the Personnel Details tab, each individual's information will auto-populate into the Fringes table. Fringes must be entered as a percentage. If fringe expenses will not be included in the project for an individual that auto-populates into the Fringes table, leave the rest of the cells for that row blank. Volunteers are not eligible for fringes.

Under "Supplies, Material, and Equipment" and "Contractual" enter information for all invoices from each vendor or contractor. If there are multiple invoices for a vendor or contractor, they must be entered separately. If there is no invoice number, leave that cell blank. A unit/quantity and rate must be entered for the cells to calculate correctly. For lump sum amounts, enter "1" as the unit/quantity.

For mileage, only the total number of miles being charged to the project needs to be entered. Detailed mileage log(s) will not be entered into this table, but should be submitted separately as supporting documentation. The default State of Michigan mileage rate is already locked into the table.

For Lodging, Meals, Other Travel, and Other, enter information for all invoices from each vendor or contractor. If there are multiple invoices for a vendor or contractor, they must be entered separately. If there is no invoice number, leave that cell blank. A unit/quantity and rate must be entered for the cells to calculate correctly. For lump sum amounts, enter "1" as the unit/quantity.

Section 1 (enter second)

These tables display the match earned this request, earned to date, in the project contract (which is auto-populated from the Budget tab), and balance due (i.e. match in the project contract minus match earned this request). The same information is displayed for grant expenses. Under each section of the table, there is a "Subtotal" line which calculates from amounts entered into Section 1, and a "Details Subtotal" line which calculates from amounts entered into Section 2. These amounts should match. If the amounts do not match, there is inconsistency between Section 1 and Section 2 that needs to be resolved.

The last row of the tables in Section 1 includes a grand total, which totals the amounts for all budget categories for both match and grant expenses. The indirect rate (which auto-populates from the Budget tab) is then applied to total expenses (including grant and match) to produce a total reimbursement amount. This amount is located in cell F86. This amount also auto-populates into the "Total Eligible Grant Expenses This Request" line in the DNR Use Only table at the bottom of the sheet.

In Section 1A - Personnel Costs, Staffing and Fringes will auto-populate with the information from Section 2. No information needs to be directly entered into this section.

Line items will auto-populate from the Budget tab for the remaining budget categories. Amounts from Section 2 need to be totaled and entered into the appropriate rows. For example, if there are 3 invoices in Section 2 that are all associated with one line item, then the amounts for those 3 invoices should be totaled and entered into the row for that line item.

Section 3

If there are expenses that require explanation, that information can be entered in the "Brief Narrative Supporting Reimbursement Request" box.

The request must be certified and include the name of the Preparer and Grantee Authorized Official.

When the reimbursement is completed, send the workbook and supporting documentation to the Program Manager via email.

Section 4

The table at the bottom of the sheet is DNR use only, and will be completed by the DNR following the final review of the reimbursement request. This section includes final calculations for the reimbursement request.

Reimbursement Summary Tab

This tab is DNR use only, and is auto-populated as advances and/or reimbursement requests are completed. The top table contains summary information such as grant and match obligations, grant payments made to date, match earned to date, unearned advance amounts, and the status of the final 10% of the grant that is withheld until satisfactory project completion.

The tables below contain information related to each individual reimbursement request. These tables are also auto-populated as reimbursement requests are completed.